



NEVADA WING FORM 173-4 REQUEST FOR FUNDRAISING ACTIVITY



Date of Submission	Charter Number	Unit Name	
Is this a multiple day event?	Start Date of Event	End Date of Event	
Event Description <i>Please provide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary.</i>			
Will CAPF 32's be required for this activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event in compliance with CAPR 173-4?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an Operational Risk Management (ORM) analysis been completed for this event? <i>(If so, please provide electronic copy as part of submission packet)</i> If there are specific safety concerns that need to be addressed, detail below and use additional sheets as necessary.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requested by	Signature of Squadron Commander	Squadron	Date
<input type="checkbox"/> Reviewed	Signature of Wing Director of Safety	Wing	Date
<input type="checkbox"/> Reviewed	Signature of Wing Legal Officer	Wing	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Not Approve	Signature of Wing Commander	Wing	Date

NVWG Form 173-4

15 May 2016

Supersedes NVCAPF 173-4 4 March 2016

Completing the NVCAPF 173-4

15 May 2016

As established by the Nevada Wing Financial Management Policy, all requests for fundraising will be made via the NVCAPF 173-4. CAPR 173-4 paragraph 3a mandates that "Wing commanders are responsible for maintaining control over all CAP fundraising activities organized within their wings. Subordinate units must obtain prior written approval from the wing commander or designee before initiating a fundraising project. Units requesting permission to fundraise will first reference CAPR 173-4 to ensure the request does not violate CAP restrictions, and then submit a Nevada Wing fundraising request form (NVCAPF 173-4) detailing the dates, location, and plan for the fundraising event. The NVCAPF 173-4 will be submitted electronically to the Wing Commander along with the Operational Risk Management Matrix (produced by National Headquarters, CAP) who will forward to the Wing Director of Safety and Legal Officer for review. Upon their approval for the fundraising event, the Wing Commander will make the final determination and notify the unit whether the fundraising event has been approved or not. Squadrons should plan their fundraising activities at the start of each year, and submit approval forms to the wing commander for the entire fiscal year. This will allow these activities to be placed on the wing calendar and avoid conflicting events from being scheduled. Additional fundraising opportunities may arise during the year, and the NVCAPF 173-4 will be submitted with as much lead time as possible.

Date of Submission	The date <u>all</u> of the request materials are submitted to the wing commander
Charter Number	Enter the PCR-NV-XXX number of the unit initiating the request
Unit Name	Enter the official name of the unit initiating the request
Multiple Dates	Mark YES if event occurs on more than one date- must be a single event such as a county fair and not an annual event
Start Date	List the first date the fundraising event will begin
End Date	List the final date the fundraising event will conclude
Event Description	Provide details of the proposed event (where, who will be participating, what will be done, etc.) Use additional sheet if necessary. Duration
CAPF 32	Enter if a CAPF 32 be required for cadet attendees – units will maintain forms on file
CAPF 173-4 Compliance	Unit commander has reviewed the regulation to ensure the fundraising activity meets minimum acceptable requirements.
ORM Matrix	Unit commander or safety designee will perform an Operational Risk Management review and determine potential risks and actions to minimize them-
Requested by	Unit commander will acknowledge that the above information is correct
Reviewed	Relevant wing officer has reviewed the request and finds that it conforms to CAP regulations and policies.
Approval	Wing Commander will note if the request is approved or not.